

Regional Networking Meetings

21st Century Community Learning
Centers Spring 2008

Statewide Grantee Institute

Overview

- Authorized activities
- Budget transfer requests
- Reimbursement requests
- Continuation application
- Request for amendments
- General
- Sharing and networking

Authorized Activities

(1) remedial education activities and academic enrichment learning programs, including providing additional assistance to students to allow the students to improve their academic achievement

(3) arts and music education activities

(5) tutoring services (including those provided by senior citizen volunteers) and mentoring programs

(7) recreational activities

(9) expanded library service hours

(11) programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement

(2) mathematics and science education activities

(4) entrepreneurial education programs


(6) programs that provide after school activities for limited English proficient students that emphasize language skills and academic achievement

(8) telecommunications and technology education programs

(10) programs that promote parental involvement and family literacy

(12) drug and violence prevention programs, counseling programs, and character education programs

Budget Transfer Requests

- Use key words contained in grant application
- Provide justification  *Be brief*
 - Why funds are available (by object code)
 - How they are to be used to meet goals, objectives, or activities contained in the approved grant application
 - Clearly state reasons that link to above circumstance

Reimbursement Requests

- Expenditure description column
- Use of key words contained in grant application
 - Arts, recreation, nutrition, cooking, gardening/horticulture, dance, music, theater, field trip
 - How they contribute to meeting goals, objectives, or activities contained in the approved grant application

Reimbursement Request

Line Entry No.	Object Code	Program Area	Vendor	Expenditure Description
	Check/Voucher Number	Payment Date (mm /dd/yyyy)	Item Quantity	Amount
349108	1000 Personal Services	Unspecified		19,583.18
349109	2000 Employee Benefits	Unspecified		1,498.11
349121	3000 Purchased/Contracted Services	Unspecified	XXX Vendor, School or Agency	Reimb. for admission to football game for program participants (obj 1)
	161274	11/30/2007		300.00
349119	3000 Purchased/Contracted Services 160795	Unspecified 11/14/2007	XXX Vendor, School or Agency	Reimb. for Kings Dominion Tickets (parent chaperones) obj 3 104.85
349117	3000 Purchased/Contracted Services	Unspecified	XXX Vendor, School or Agency	Reimb. for DJ for Afterschool Family Activity , Food Labor (Obj 2 &3)
	160829	11/14/2007		766.51
349124	3000 Purchased/Contracted Services 160559	Unspecified 10/22/2007	XXX Vendor, School or Agency	Reimb. for State Fair admission for children (obj 1), Chicken for parent dinner (obj 3) 489.49

LEGEND

Red Print – Unclear description

Reimbursement Request

349115	3000 Purchased/Contracted Services	Unspecified	XXX Vendor, School or Agency	Reimb. for Field Trip Tickets (obj 1), Pizza for after school activities, Christmas party (obj 1 & 2)	
	161466	12/17/2007			963.74
349126	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for projector for A.S. Program (obj 1) and Library Books (obj 1)	
	161651	12/26/2007			1,084.00
349133	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for Drama, Craft, Cooking, Computer, Leather Wksh supplies (obj 1)	
	161274	11/30/2007			2,186.47
349131	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for books for reading activities (obj 1), trophies for character education (obj 2)	
	160829	11/14/2007			420.35
349129	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. paper, books, balls, flowers, cooking, gardening and craft supplies for wkshs (obj 1)	
	161651	12/26/2007			7,299.46
349140	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for paper (obj 4)	

LEGEND

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Reimbursement Request

349135	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for toner, utility cart, operational supplies (obj 1 & 4) and cooking wksh (obj 1)	
	160559	10/22/2007			1,103.93
349130	6000 Materials and Supplies	Unspecified	XXX Vendor, School or Agency	Reimb. for Drama & Music Workshop Supplies and Books for enrichment activities	
	161466	12/17/2007			1,406.75
349132	6000 Materials and Supplies 160795	Unspecified 11/14/2007	XXX Vendor, School or Agency	Reimb. for supplies for Girl's Circle (obj 2) character program	
354897	3000 Purchased/Contracted Services	Unspecified 11/14/2007	XXX Vendor, School or Agency	Dance lessons - Ned Hinkley	
					38,399.74

LEGEND

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Reimbursement Requests

Unclear or Questionable Term

Acceptable Terms

Party

Achievement celebration, reward

Banquet

Parent or family meeting, night, or orientation activity

Child care

None; must be enrichment or instructional activity for family members

Enrichment

Be more specific; nearly every activity offered by the grant is, according to the law, designed to be enrichment

Internal services

Fuel, food service, transportation charges for grant activities

Reimbursement Requests

Unclear or Questionable Term

Materials and supplies

Acceptable Terms

Computers, computer peripherals, printers, instructional materials for reading or mathematics enrichment activities, crafts, exercise, games, singing, remediation, library, athletic clinic, book or science club, Spanish, enrichment (specify type), music, or parent or family activity. Use terms containing specific activities from the program design/services narrative your awarded application. Simply stating “materials and supplies” is not sufficient to approve reimbursement for the expenditure. Include quantity, i.e. number of computers/printers, etc.

Continuation Application

- Prior continuation awards for 2008 grantees will be required to complete and submit an application for continuation of grant award
 - Report progress towards meeting goals and objectives in approved application
 - Proposed budget for second and third years
 - Monitor spend down of current year's award funds
 - Signed by the superintendent/CEO
 - Report significant changes (if any) in project activities, expenditures, and staff, and how these changes will better serve the needs of participants
 - How significant changes contribute to the goals, objectives, and activities as stated in the original approved application

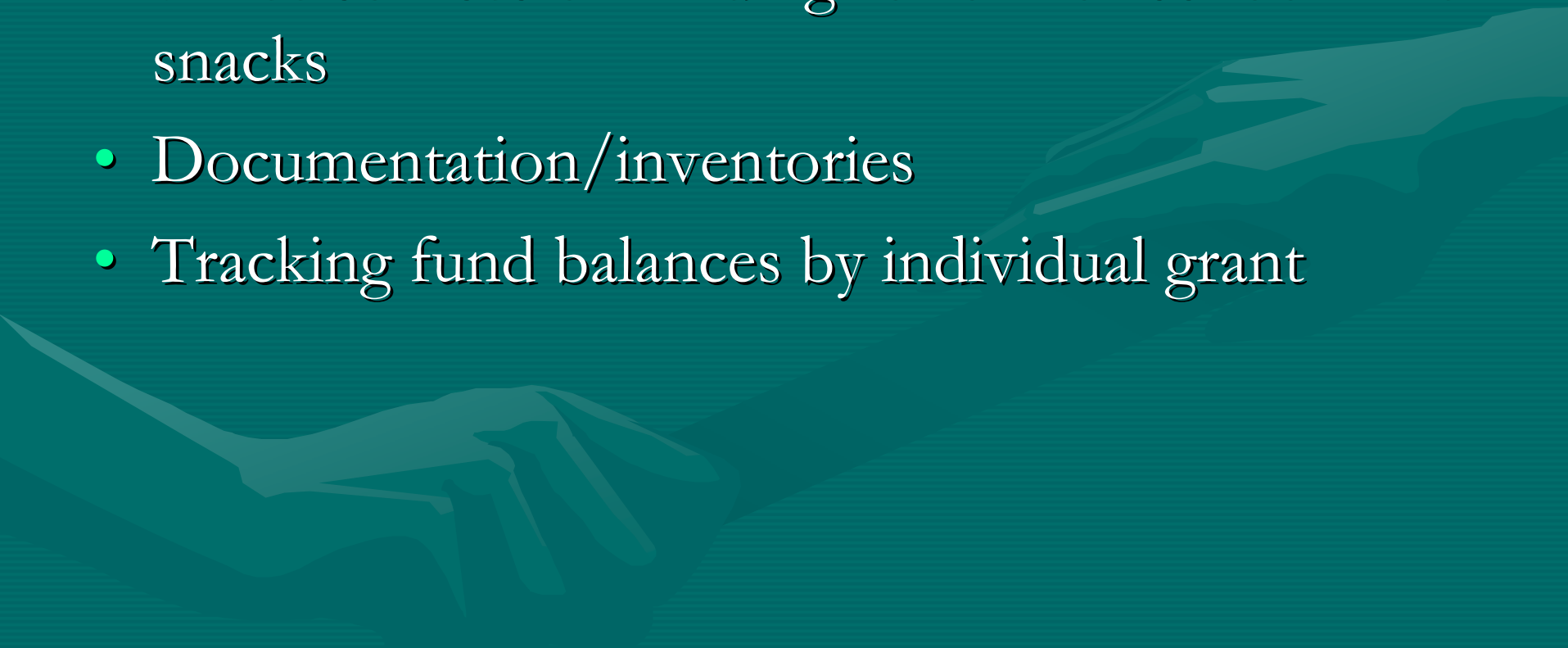
Request for Amendments

- Prior to implementing a significant program change
 - Letter, signed by the superintendent with specific modifications to the grant project
 - Detail proposed changes in project activities, expenditures, and staff, and how these changes will better serve the needs of participants
 - How the changes contribute to the goals, objectives, and activities as stated in the original approved application

General

- Out-of-School Time Only
 - Before school and after school
 - Holidays
 - Weekends
 - Summer
- Carryover period
 - Awards are now planned to be issued by the start of the school year.
 - Grantees are encouraged to complete all grant activities by end of summer at the end each school year of the grant

General

- 21st CCLC Web page
 - Three sources of funding for out-of-school time snacks
 - Documentation/inventories
 - Tracking fund balances by individual grant
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- A faint, stylized illustration of two hands shaking, rendered in a lighter shade of teal, is positioned in the lower right background of the slide.

General



Sharing and networking

- Alternate funding sources to sustain programs

